

## Completing the Rural General Public Transit Service form (RU-20)

### Line 01: Subrecipient Basic Information

- Enter the subrecipients full legal name. No abbreviations or acronyms.
- Enter the subrecipients mailing address.
- Enter the subrecipients acronym used by the rural transit provider, if applicable.
- Enter the subrecipients city, county and 5 or 9-digit zip code.
- Enter the rural transit providers URL (website address)
- Indicate yes or no for Indian Tribe
- Indicate yes or no for intercity bus provider

### Line 02: Subrecipient Contact Information

- Enter the name of the person responsible for the subrecipients report.
- Enter the contact person's telephone number.

Line 03: Service Area. Use the **Drop-Down** menu to select the type of service area.

Line 04: Modal Classification. Use the check-boxes to indicate the modal classification(s) operated by the rural transit provider.

## Financial Information

Line 05, column a: Total Annual Operating Expenses. Enter the annual operating expenses for public transit service by the rural service provider for the report year. Operating expenses include salaries and wages, fringe benefits, materials and supplies, insurance, taxes, outside services such as cleaning and utilities, and equipment lease and rental costs. These are used for the day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings and grounds; and general administration costs including marketing and customer support, finance and procurement, planning and service development, legal costs. Operating expenses exclude purchase of capital (vehicles, facilities and equipment), fixed costs such as depreciation of capital, costs of providing transportation services not available to the general public, and interest paid on loans for capital purchases.

## Operating Revenue Expended

Line 06, column a: Fare Revenues. Enter the rural public transit service provider's total income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc., spent on transit operations for the reporting period. Include donations from those passengers who donate money on the vehicle. Include the reduced fares paid by passengers in a user-side subsidy arrangement.

Line 07, column a: Contract Revenues. Enter the total reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers. These revenues refer to coordinated unlinked passenger trips.

Line 08, column a: Local Operating Assistance. Enter the total financial assistance expended from local entities that support the operation of the transit system. Include tax levies, general funds, specified contributions, donations and other revenues such as advertising.

Line 09, column a: State Operating Assistance. Enter the total financial assistance expended from any state agency that supports the operation of the transit system. Include tax levies, general funds and specified contributions.

### **Federal Operating Assistance**

- Line 10a, column a: FTA Capital Program (§ 5309) funds. Enter the total financial assistance expended from the FTA Clean Fuels Program to assist in paying the operating costs of providing transit service.
- Line 10b, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§ 5310) funds. Enter the total financial assistance expended from FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program to assist in paying the operating costs of providing transit service.
- Line 10c, column a: FTA Other Than Urbanized Area Formula Program (§ 5311) funds. Enter the total financial assistance expended from the FTA Other Than Urbanized Area Formula Program to assist in paying the operating costs of providing transit service. Include § 5307 funds plus any § 5310 or § 5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5311 program.
- Line 10d, column a: FTA Job Access and Reverse Commute Formula Program (§ 5316) funds. Enter the total financial assistance expended from the FTA Job Access and Reverse Commute Formula Program to assist in paying the operating costs of providing transit service.
- Line 10e, column a: FTA New Freedom Program (§ 5317) funds. Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the operating costs of providing transit service.
- Line 10f, column a: FTA Transit in the Park (§ 5320) funds. Enter the total financial assistance expended from the FTA Transit in the Park Program to assist in paying the operating costs of providing transit service.
- Line 10g, column a: Other Federal funds. Enter the total financial assistance expended from Federal sources other than FTA programs to assist in paying the operating costs of providing transit service. Describe the sources and the amount of funding.

Line 11, column a: Total Federal Operating Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal financial assistance expended for operations equal to the sum of the lines 10a through 10g, column a.

Line 12, column a: Total Annual Operating Revenues Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total annual operating revenues expended for operations equal to the sum of lines 6 through 9 and 11, column a.

Line 13, column a: Annual Capital Costs. Enter the expenses incurred during the year related to the purchase of facilities, vehicles and other capital equipment.

### **Sources of Capital Funds Expended**

Line 14, column a: Local Capital Assistance. Enter the total amount of financial assistance from local entities to assist in paying capital costs of the transit provider. Include tax levies, general funds, specified contributions, reserve funds and donations.

Line 15: State Capital Assistance. Enter the total amount of financial assistance from any state agency to assist in paying capital costs of the transit provider.

## Federal Capital Assistance

- Line 16a, column a: FTA Capital Program (§ 5309) funds. Enter the total financial assistance expended from the FTA Clean Fuels Program to assist in paying the capital costs of providing transit service.
- Line 16b, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§ 5310) funds. Enter the total financial assistance expended from FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program to assist in paying the capital costs of providing transit service.
- Line 16c, column a: FTA Other Than Urbanized Area Formula Program (§ 5311) funds. Enter the total financial assistance expended from the FTA Other Than Urbanized Area Formula Program to assist in paying the capital costs of providing transit service. Include § 5307 funds plus any § 5310 or § 5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5311 program.
- Line 16d, column a: FTA Job Access and Reverse Commute Formula Program (§ 5316) funds. Enter the total financial assistance expended from the FTA Job Access and Reverse Commute Formula Program to assist in paying the capital costs of providing transit service.
- Line 16e, column a: FTA New Freedom Program (§ 5317) funds. Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the capital costs of providing transit service.
- Line 16f, column a: FTA Transit in the Park (§ 5320) funds. Enter the total financial assistance expended from the FTA Transit in the Park Program to assist in paying the capital costs of providing transit service.
- Line 16g, column a: Other Federal funds. Enter the total financial assistance expended from Federal sources other than FTA programs to assist in paying the capital costs of providing transit service. Describe the sources and the amount of funding.

Line 17, column a: Total Federal Capital Assistance. This is an auto-calculated field and cannot be edited. This field displays the total Federal financial assistance expended for capital equal to the sum of the lines 16a through 16g, column a.

Line 18, column a: Total Capital Funds Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total annual financial assistance expended for capital equal to the sum of lines 14, 15 and 17, column a.

## Asset / Infrastructure Information

- Column a: Number of Vehicles in Total Fleet. By modal classification, enter the total number of operational revenue vehicles in the fleet available for general public transit service, including spare or back up revenue vehicles. The total also should include any operational revenue vehicles used by purchased service contractors in general public transit service. Service (non-revenue) vehicles and personal vehicles should not be included. Group vehicles on the same line that have the same characteristics - dedicated fleet, vehicle type, vehicle length, year of manufacture, ownership code and funding source.
- Column b: Vehicle Type. Use the **Drop-Down** menu to indicate the type of vehicle
- Column c: Vehicle Length. Enter the length of the vehicles in column a to the nearest whole foot.

- Column d: Seating Capacity. Enter the number of seats on the vehicle
- Column e: Year of Manufacture. Enter the original year of manufacture of the vehicles in column a.
- Column f: Largest source of funding for purchase/lease of vehicles. Use the **Drop-Down** menu to indicate funding source for the vehicles in column a.
- Column g: Number of ADA Accessible Vehicles in Fleet. Enter the number of vehicles from column a that meet the requirements of the Americans with Disabilities Act of 1990 (ADA). The vehicles may be equipped with wheelchair lifts or ramps, or may be built with a low floor.
- Column h: Ownership Code. Use the **Drop-Down** menu to indicate ownership of the vehicles in column a, at the end of the reporting period.

Line 20, column a: Total Number of Vehicles in Total Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of vehicles in the total fleet for all modal classifications equal to the sum of the modal classifications on line 19, column a.

Line 20, column h: Total Number of ADA Accessible Vehicles in Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of ADA accessible vehicles in the fleet for all modal classifications equal to the sum of the modal classifications on line 19, column h.

Line 21: Number of General Purpose Maintenance Facilities

- Column a: Owned by Service Provider. Enter the number of general purpose maintenance facilities owned by the service provider.
- Column b: Owned by Public Agency for Service Provider. Enter the number of general purpose maintenance facilities owned by the public agency for the service provider.
- Column c: Leased by Public Agency for Service Provider. Enter the number of general purpose maintenance facilities leased by the public agency for the service provider.
- Column d: Leased by Service Provider. Enter the number of general purpose maintenance facilities leased by the service provider.
- Column e: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of maintenance facilities equal to the sum of columns a through d.

## Other Resources

Line 22, column a: Number of Volunteer Drivers. Enter the number of volunteer drivers at the end of the reporting period.

Line 23, column a: Number of Personal Vehicles in Service. Enter the number of personal vehicles in use at the end of the reporting period.

Line 24, column a: Total annual taxicab unlinked trips. Enter the total number of taxicab unlinked passenger trips for the reporting period

## Service Data

- Column a: Annual Vehicle Revenue Miles. By modal classification, enter the total number of miles for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. Include the miles of personal vehicles used in service.

- Column c: Annual Vehicle Revenue Hours. By modal classification, enter the total amount of time in hours for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. Vehicle revenue hours include layover but exclude deadhead, operator training, and vehicle maintenance testing. For demand response mode, annual vehicle revenue hours are the total amount of hours for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. This includes the hours of personal vehicles used in service.
- Column d: Regular unlinked passenger trips. By modal classification, enter the total number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Include the unlinked passenger trips by personal vehicle used in regular service.
- Column e: Coordinated unlinked passenger trips. By modal classification, enter the total number of coordinated unlinked passenger trips provided through a formal service contract outside of the regular schedule. This includes social service agency transportation programs, programs for the elderly and medical transportation programs.

Line 26: Total

- Column a, c, d, e, g: These are auto-calculated fields and cannot be edited.

### **Safety Data**

Line 27, column a: Reportable Incidents. Enter the total number of reportable incidents for the reporting period. Reportable incidents include any event involving the operation of a transit system if, as a result, an individual dies either at the time of the event or within 30 days of the event, one or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene, or property damage in excess of \$25,000.

Line 28, column a: Fatalities. Enter the total number of transit caused deaths for the reporting period confirmed within 30 days of a transit incident

Line 29, column a: Injuries. Enter the total number of injuries for the reporting period. Injuries are any physical damage or harm to persons as a result of a reportable incident.